

MORALE, WELFARE & RECREATION DEPARTMENT
JOB OPPORTUNITY

COMPETITIVE VACANCY ANNOUNCEMENT

ALL INTERESTED APPLICANTS SHOULD MAIL OR FAX

OF-612 or RESUME (ALONG WITH AN OF-306) TO:

MORALE, WELFARE & RECREATION DEPARTMENT

NAVAL SUPPORT ACTIVITY WASHINGTON

NAVAL DISTRICT WASHINGTON ANACOSTIA ANNEX

2770 ENTERPRISE WAY, S.W., SUITE 106

WASHINGTON, D.C. 20373-5823

TEL. # (202) 433-0804

FAX # (202) 433-5045

POSITION: Office Automation Assistant
NF-0326-03

ANNOUNCEMENT #: 03-035

Full Time

SALARY: \$34,000 per year

OPENING DATE: 29 Oct. 2003

CLOSING DATE: Until Filled

LOCATION: NDW REGIONAL MWR OFFICE, NAVAL SUPPORT ACTIVITY
WASHINGTON, WASHINGTON, D.C.

AREA OF CONSIDERATION: *All qualified applicants within commuting distance of Naval Support Activity Washington, Washington, D.C.*

BRIEF DESCRIPTION OF DUTIES:

The incumbent provides computer assistance, office automation, and data processing support for the regional director's office and the activity offices, and administrative support work for administrative project, financial projects, time and attendance, labor reports, construction contracts and other data driven requirements. Operates microcomputer and acts as subject-matter expert in applying computer based programs and software to improve the efficiency and effectiveness of clerical and administrative support work of the office.

QUALIFICATIONS:

Minimum two years experience in the operation of personal computer and peripheral equipment. Knowledge of a variety of integrated software programs and general clerical procedures. Knowledge of office automation software and capabilities, operating characteristics and advanced functions to devise new methods of automated office support, to resolve problems with current automated office support methods. Skill in operating computerized programs such as SLDCADA, ATOS, FastData, etc. Requires the competitive level of proficiency for a qualified typist.

"The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations will be made for qualified applicants or employees with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis."